



**MEETING MINUTES
CITY OF HUNTINGTON BEACH
FINANCE BOARD**

**WEDNESDAY, DECEMBER 12, 2007 AT 6:00PM
CIVIC CENTER, LOWER LEVEL, ROOM B-8**

- 1) **CALL TO ORDER:** At 6:15 PM, Chair Falzon called the meeting to order.
Vice Chair Geddes, Members: Garcia and Lograsso
Absent: Members Jones and King
Present: Dan Vilella, Finance Director, Carrie Gonzales, Administrative Assistant
- 2) **PUBLIC COMMENTS:**
There were no public comments made.
- 3) **APPROVAL OF MEETING MINUTES:**
November 14, 2007 – Vice Chair Geddes made motion to approve the minutes as amended, seconded by Chair Falzon. (2-2-2, Members Jones and King absent, Members Garcia and Lograsso abstained)
- 4) **STAFF REPORTS/BUSINESS ITEMS:**

a) Chairman's Update

Chair Falzon mentioned he attended the Mayor's appreciation reception held on November 26. While at the reception, he spoke to a gentleman who was interested in becoming a member of the Finance Board, and he stated he may be attending the January 9 Board meeting.

Chair Falzon commented on the email sent by Carrie Gonzales, which she received from Pat Dapkus regarding a Finance board application, Chair Falzon mentioned the applicant was a high school attendee. Charles suggested the application should state the applicant is required to be a Huntington Beach resident and a registered voter.

b) New City Administrator Update

Dan Vilella informed the Board the City Council interviewed three in-house candidates for the Interim City Administrator position. Paul Emery, Deputy City Administrator was selected as the Interim City Administrator. Paul was hired by the City as Deputy Director of Public Works and was promoted to Deputy City Administrator - Development.

c) Long Term Financial Plan (LTFP) Update

Dan Vilella discussed the status of the LTFP. Dan stated Paul Emery, Deputy City Administrator directed Travis Hopkins, Acting Public Works Director to take the IIMP and prioritize the projects, produce a more organized list, cost index the projects, update the dollar amounts, and come up with scenarios of how it could be accomplished by the time and dollar amount listed. Paul does not have a date when this would be completed because there have been several changes in the Public Works department. Paul was appointed as the Interim City Administrator, Travis was promoted to Director of Public Works, and there is a current opening for a Deputy Director of Public Works and City Engineer.

The Board had the following questions regarding the LTFP:

- What steps does the Board take once the LTFP is completed?
- Should the Board start strategizing now?
- Since the City Council did not take ownership of the prior LTFP, what steps should be taken for the City Council to take ownership of this current LTFP?
- How will the budget process change with the implementation of the LTFP?
- Will there be any delays in the current LTFP or will it continue to move forward with the new Interim City Administrator on board?



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Dan informed the Board Craig Hoshijima, PFM Senior Managing Consultant would be meeting with Jennifer Lampman, Senior Administrative Analyst and Robert Sedlak, Accounting Manager sometime during the upcoming week.

d) Bi-Monthly Meetings with the Mayor & Finance Board Chair

Beginning in January, Mayor, Debbie Cook, will be holding bi-monthly meetings with the commission, board, committee, and citizen group chairs. If the chair is unavailable, she would like the vice chair or another representative to attend in their place. The first of these meeting is scheduled for Wednesday, January 9 at 4:00 PM in room B-8. Subsequent meetings will also be at the same time on the 2nd Wednesday of the months of March, May, July, September, and November.

Chair Falzon asked if we could find out if there is an agenda for this meeting and approximately how long these meetings are to be scheduled given the Board meetings are scheduled in meeting room B-8 at 6:00 PM.

e) Annual Report

Chair Falzon handed out a draft version of annual report. The Board reviewed the items listed and Member Lograsso made a motion to approve the draft as corrected, seconded by Member Garcia. (4-2, Members Jones and King absent)

f) Tree Removal Update

The Board reviewed the information Jim Jones, Maintenance Operations Manger, Public Works department provided on the tree removal. The Board asked for a list of the streets that have been completed with the actual cost and date completed of each street for the past two years. They would also like to ask Jim Jones if a date could be added, under the status column, of the streets that are currently in the process of having their trees replaced.

5) OPEN/CLOSED ITEM LIST

There were no changes made to the current open list.

6) COMMENTS FROM BOARD MEMBERS

No comments were made from the Board Members.

ADJOURNMENT

Member Garcia made a motion at 7:55 PM to adjourn the meeting to Wednesday, January 9, 2008, at 6:00 PM., seconded by Member Lograsso. The motion was approved 4-0, Members Jones and King absent.

Respectfully submitted by:
Dan Villella, Finance Director
Secretary to the Finance Board